



BetterLesson Quick-Start Guide

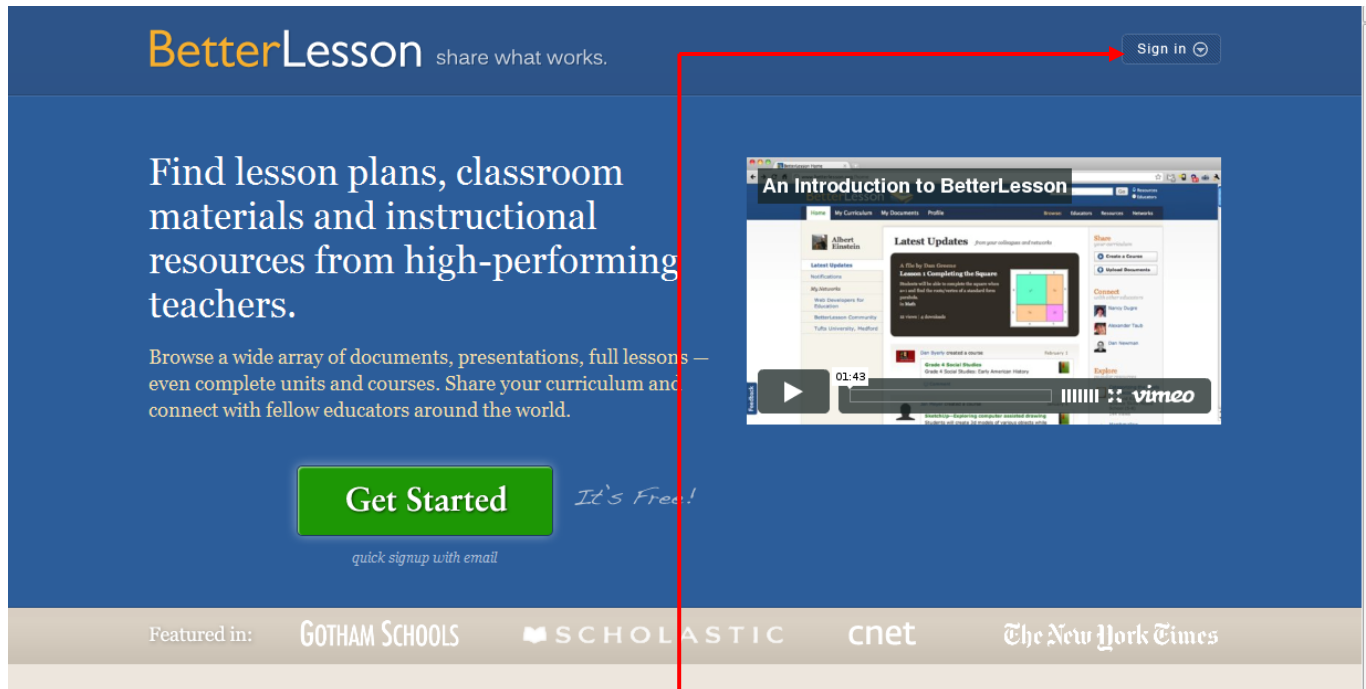
Green Dot Public Schools

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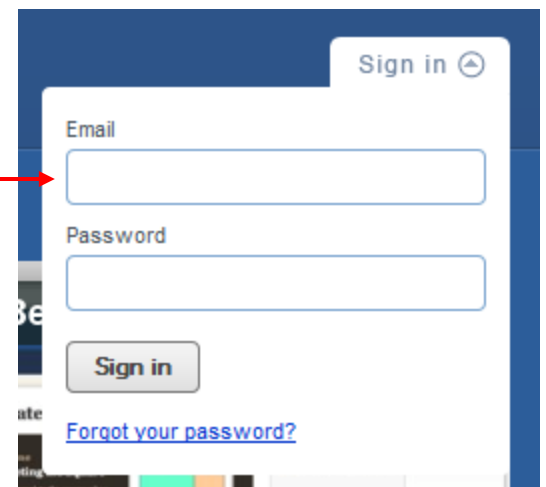
Logging In

To access BetterLesson, open your web browser (Firefox, Safari, Internet Explorer), and type **http://betterlesson.org** into your address bar.



Once you're there, click on the "Sign in" button. Enter your Green Dot email address and password into the appropriate boxes.

If you have yet to receive a password, try "greendot2000".



If you still can't log in, please contact Samantha Mita in the Knowledge Management department at samantha.mita@greendot.org or 323-565-1687.

BetterLesson Home Page

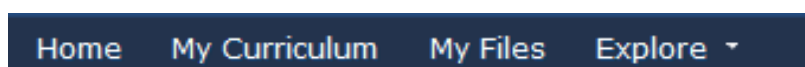
Once you have logged in to BetterLesson, you will see a home page that looks something like this:

The screenshot shows the BetterLesson home page. At the top, there is a navigation bar with the BetterLesson logo, a search bar, and a user profile for Samantha Mita. Below the navigation bar, there are several sections:

- Featured Files:** A grid of lesson plans categorized by subject (math, science, social studies, english) and grade level (High School, Middle School, Elementary School). Each lesson plan includes a thumbnail, title, and author name.
- Upload Files:** A green button with a plus sign and document icons.
- Complete Your Profile:** A section with two options: "Add a School" and "Add a Professional Bio".
- Invite Colleagues to BetterLesson:** A section with a "Invite Colleagues" button and a note about a \$10 gift card reward for inviting new members.
- Newsfeed:** A list of recent activity, including lesson plans and courses, with dates and author names.

The “Featured Files” shown here are lesson plans that have received high marks from other BetterLesson members. These change frequently, so feel free to peruse them as you’d like.

More importantly, find the menu bar (seen below) at the top of the page. This is how you will navigate through BetterLesson.



Searching BetterLesson

To find a *lesson plan* in BetterLesson:

Step 1. Type your search criteria into the box at the top of your screen, making sure that “Resources” is selected.

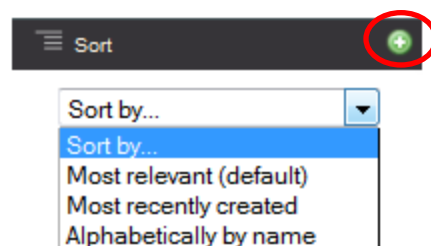


Step 2. Click the “Search” button.

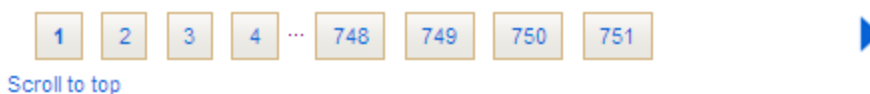
Step 3. BetterLesson will generate results matching your search criteria. You will be able to see 15 results at a time.

Now showing 1 to 15 of 2,226 in Resources

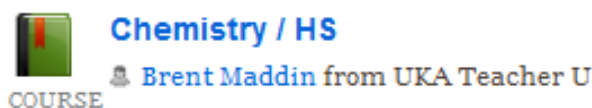
Step 3a. To sort your results, click the green “+” icon next to the “Sort” feature on the bottom left of the screen. Use the drop-down menu that appears to select the appropriate sort option.



Step 3b. To browse through your results, scroll to the bottom of your screen and click the arrow to the right. You can also click a specific page number if you'd like to skip through multiple pages of results.

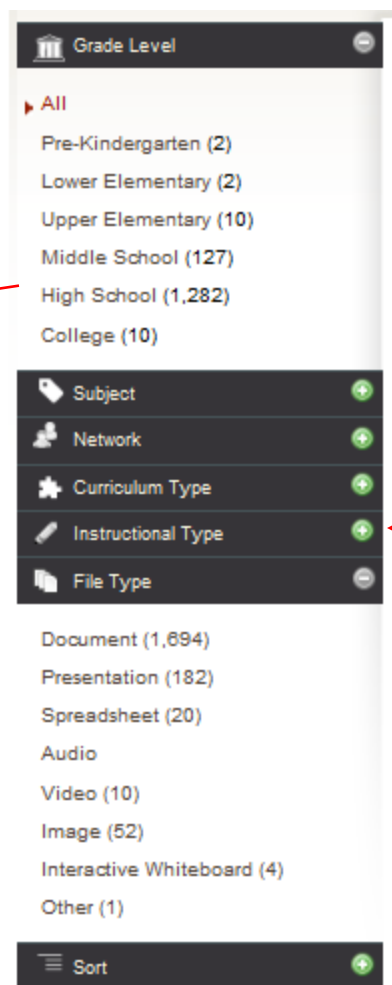
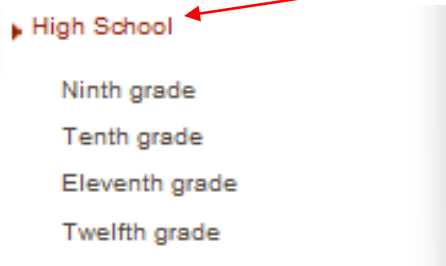


If you see a lesson you're interested in, click on its title (in blue) to open it. Skip to the “Parts of a Lesson Plan” section in this user guide to learn about the content you've just found.

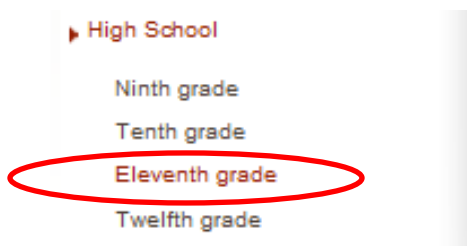


Step 4. Filter your results by grade level, subject, network, curriculum type, instructional type, and/or file type.

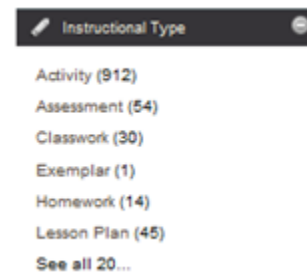
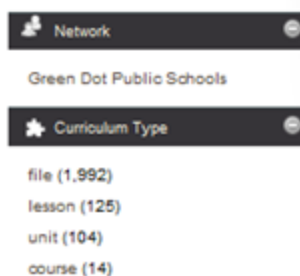
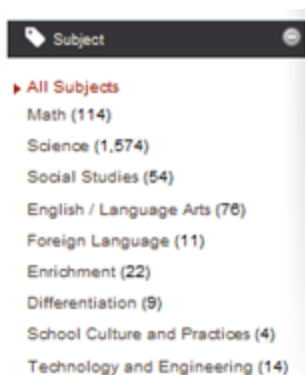
Step 4a. You will probably want to start with grade level. Click on the words “Middle School” or “High School” under “Grade Level”. The box will expand so that you can refine by grade.



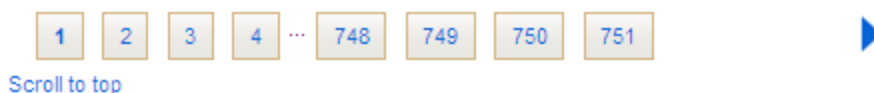
Click on the grade text to filter. The text will turn red and the results will change.



Continue refining your search by clicking on the various subject, network, curriculum type, instructional type and file types available. Click on the green “+” button next to each filter type to expand the category and see all of the options.



Step 4b. Once you’ve narrowed your results list, browse until you’ve found a lesson that interests you and click on its name. Again, use the page numbers at the bottom of the results list to skip ahead, or use the blue arrow to go to the next set of results.



Parts of a Lesson Plan

A complete lesson plan file contains an objective, state standards, the lesson plan itself, a materials list, and the relevant lesson files. The features appear as shown below:

The screenshot shows the BetterLesson interface for a lesson plan titled "Lesson: Optical Properties of Colloidal Gold". The page is annotated with red numbers 1 through 8, pointing to various features. 1: Network, course, unit, and lesson name. 2: Lesson name. 3: Download and bookmark buttons. 4: Lesson files. 5: Lesson stats (views, downloads, thumbs up). 6: Grade level, subject, and duration. 7: The lesson plan content. 8: Supplies, links, and licensing information.

1. Network, course, unit, and lesson name.
2. Lesson name.
3. Download and bookmark a lesson.
4. Lesson files – by clicking the name of the file, you can view, bookmark, or download the files needed to teach the lesson.
5. Lesson stats.
6. Grade level, subject, and expected duration of lesson.
7. The lesson plan in its entirety.
8. Supplies needed, links to relevant websites, and licensing information.

Parts of a Lesson File

Clicking any of the individual lesson files opens them up in a viewer like this:

The screenshot shows the BetterLesson interface. At the top, there's a navigation bar with 'Home', 'My Curriculum', 'My Files', and 'Explore'. A search bar is on the right. Below the navigation bar, the user's name 'Samantha Mita' is visible. The main content area is divided into three sections:

- Left Sidebar (1):** A navigation menu for 'Nanotechnology' with sub-items: 'Introduction to Nanotech', 'Optical Properties of Colloids', 'Colloidal Metals Lesson I', and 'Lesson Plan 1 Propertie'.
- Top Center (2):** The file title 'File: Lesson Plan 1 Properties of Colloidal Metals on Nano Scale BL' with a document icon.
- Top Right (3):** 'Download' and 'Bookmark' buttons.
- Center (4):** A document viewer showing 'Previewing page 1 of 14'. The document content includes: 'Lesson Plan 1 Properties of Colloidal Metals on the Nano Scale', 'Objective', 'Materials', and 'Preparatory Work'.
- Right Sidebar (5):** Engagement metrics: 'Is this file helpful? Yes', '6 views', '0 downloads', and '0 likes'.
- Bottom Right (6):** Metadata: 'Grade Level: High School (9-12)', 'Tags: Science, Physical Science', 'Sharing: All of BetterLesson', 'Instructional Type: Plan', 'Used in: Unit: Optical Properties of Colloidal Gold, Lesson: Optical Properties of Colloidal Gold by Nanotechnology', and 'Licensed under: CC Attribution-Noncommercial-No Derivative Works 3.0'.

Six sections are important here:

1. Network, course, unit, lesson, and file names-- the file you are viewing will be highlighted.
2. File type and name.
3. Download or bookmark the individual file.
4. Preview the document before you download it. Clicking on it will allow you to scroll up/down and left/right, browse through pages, and make the image full screen. Using the tools in the top left of the viewer, you can save the file to an additional lesson/unit, as well as delete the file altogether.
5. Number of views, downloads, and “likes” the file has received.
6. Grade level, subject, and instructional type.

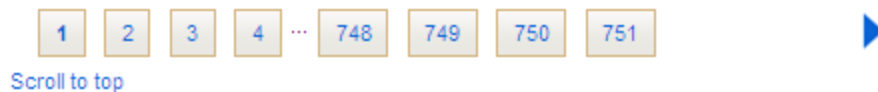
Note: Currently MS Office documents, text, pdfs, image, and video files can be uploaded.

Find a Colleague

Step 1. Use the main search bar at the top of your screen. Type the person's name in the box, making sure the "Educators" option is selected (use the drop-down), and click "Search".



Step 2. Like with lesson plan results, BetterLesson will show you 15 results at a time. Scroll to the bottom of your screen and use the blue arrow to advance to the next set of results. Or, skip ahead to a different set of results by clicking on a number.



Step 3. Once you find the person you are looking for, click on his/her name to see his/her profile.

Add him/her as a colleague by clicking the word "Add" to the right of his/her name. [Add](#)

Note: Like other social networking sites, you will not become colleagues until the other party confirms your request.

Your colleague's profile will tell you his/her networks, colleagues, recent activity, stats, and curriculum, as seen below:

BetterLesson Resources Search

Home My Curriculum My Files Explore Samantha Mita

Kevin Keelen
 Role: Administrator
 Grades: 6, 9, 10, 11, 12
 Subjects: Math, English / Language Arts, Social Studies
[view more](#)

You and Kevin are colleagues. [SEND A MESSAGE](#)

CURRICULUM ACTIVITY STATS

Course	Unit	Lessons	Files
Chemistry	States of Matter	1	1
CAHSEE Math Prep This course has all of the necessary strands and standards for a student to score proficient on the CAHSEE.	Number Sense	1	1
ELA 10	Collaborative Unit	1	2
American Government	Foundations of American Government	1	1

PROFESSIONAL BIO AND INTERESTS
 Ed.D., University of California, Los Angeles
 Director of Knowledge Management, Green Dot Public Schools
 Dotters, please consider me [your tech resource](#) for BetterLesson. If you have ... [View full bio](#)

KEVIN'S STATS
 70 Colleagues
 1,129 Total views
 219 Total Downloads

COLLEAGUES (70)
 Somer Nugent
 Subjects: English / Language Arts
 Samantha Mita
 Subjects: School Culture and Practices, Professional Development
 Christopher Cullen
 Subjects: Science, Science Skills [More...](#)
 Stepan Mekhitarian
 Subjects: Math, Algebra
 Dana Malnella
 Subjects: Math, Algebra [More...](#)
[see all >](#)

KEVIN'S NETWORKS
 Animo Inglewood Charter High School, Los Angeles
 Animo Leadership Charter High School, Los Angeles
 Animo Oscar De La Hoya Charter High School, Los Angeles
 Animo South Los Angeles Charter High School, Los Angeles
 Animo Venice Charter High School, Los Angeles
 Green Dot Public Schools

ACTIONS
 Remove Colleague

Please make sure to add *Samantha Mita* as a colleague, since she will be your main contact for all BetterLesson help and will need to have access to your profile.



Samantha Mita

Grade: Graduate **Role:** Administrator
Los Angeles, CA
Subjects: Enrichment, Algebra
[And 4 more subjects...](#)

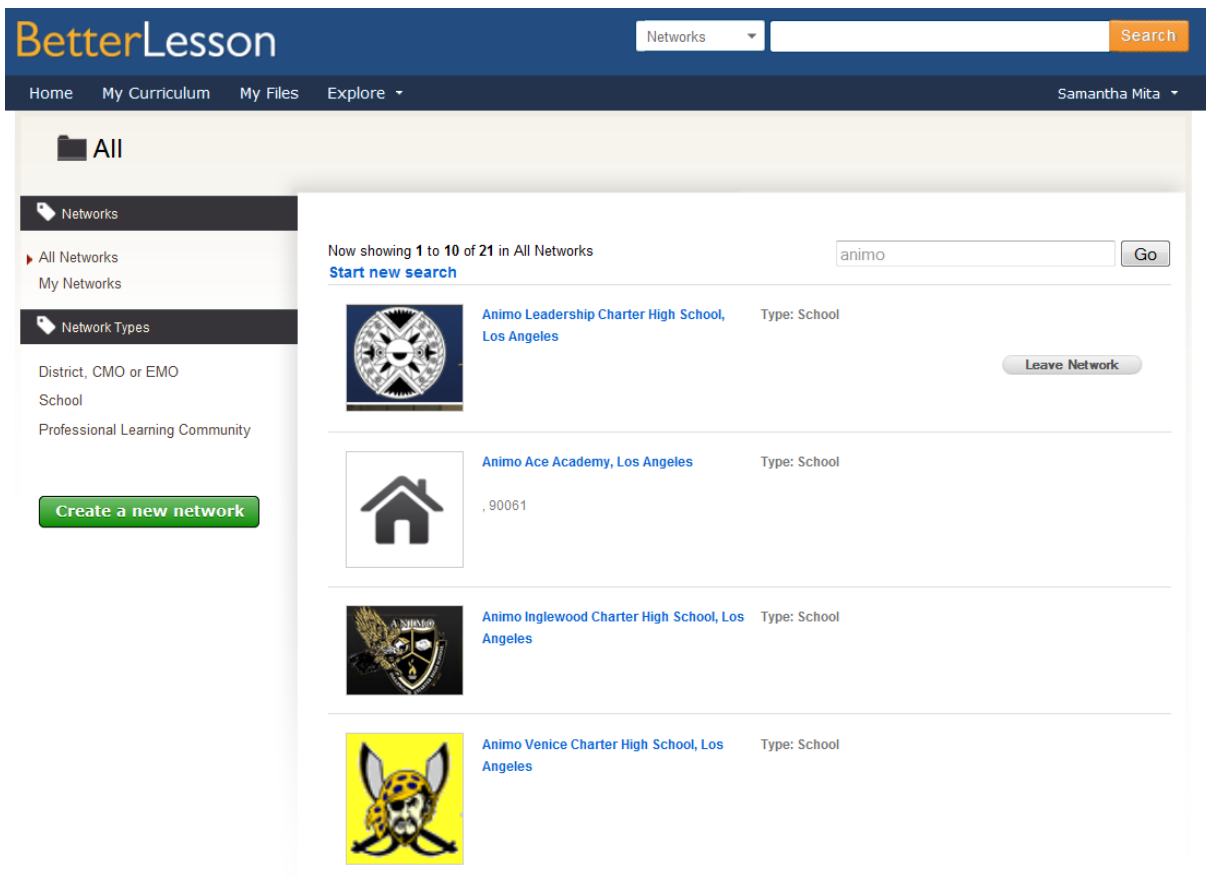
Networks

Networks allow you to refine the pool of educators and resources you share your curriculum with. They also allow you to view curriculum shared by others in the same network. To search for a network, do the following:

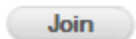
Step 1. Use the main search bar at the top of your screen. Type the network's name in the box, making sure the "Networks" option is selected (use the drop-down), and click "Search".



Step 2. Click on the name of the network you wish to join.

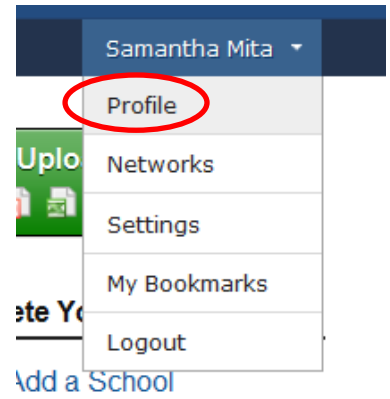


Step 3. Click the "Join Network" button to request membership to that network. The administrator of that network will have to accept your request before you can become a member. If you cannot find a "Join" button, then that network is closed to new members.



Personal Profile

Click on the arrow next to your name on the top right-hand side of the screen. Select the word “Profile” from the drop-down to access and edit your BetterLesson profile.

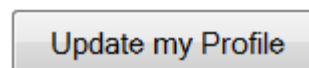


A screenshot of the user profile page for Samantha Mita. The page shows her role as Administrator, grades (6, 7, 8, 9, 10, 11, 12, Prep), and subjects (School Culture and Practices, Professional Development). There is a table for Curriculum with one row for a 'Sample' course. A red arrow points from the 'EDIT' button in the top right of the profile section to a larger 'EDIT' button shown in a separate box below.

Clicking on the “Edit” button will take you to the “Edit Profile” page (shown below). Here you can change your password, edit your name, grade, school, role, subject, professional education, and interests.

A screenshot of the 'Edit Profile' page. It has two tabs: 'MAIN PROFILE' and 'ADDITIONAL PROFILE INFORMATION'. The 'MAIN PROFILE' tab is active. It contains sections for 'Email and Password' (with email address samantha.mita@greendot.org and a link to change password), 'Name Change' (with input fields for First Name: Samantha and Last Name: Mita), and 'School' (with input fields for City, State: California, Zip Code: 90015, and School: 16 results, 10th Street Elementary School).

Once you have filled out all of your profile information, be sure to scroll down and click the “Update my Profile” button at the bottom of the screen.



My Curriculum

Clicking on “My Curriculum” allows you to view all lesson files you’ve uploaded, as seen below:

The screenshot shows the BetterLesson interface. At the top, the navigation bar includes 'Home', 'My Curriculum' (circled in red), 'My Files', and 'Explore'. The user's name 'Samantha Mita' is visible in the top right. The main content area displays a 'Course: Sample' with a description, units, and an 'Add a Unit' button. A sidebar on the left shows the user's profile and a 'Sample' course. A red arrow points from the 'View your bookmarks' link in the profile to the 'My Bookmarks' page in the next screenshot.

If you’ve bookmarked lessons, you can click on the “View your bookmarks” phrase to manage and see them. They will be shown as “My Bookmarks”, similar to the image below. Click on the name to view. Click on “Remove” to delete the bookmark.

The screenshot shows the 'My Bookmarks' page. The navigation bar is the same as in the previous screenshot. The main content area displays a list of bookmarked lessons. The first lesson is 'Optical Properties of Colloidal Gold' by Nanotechnology. It is located in the 'Introduction to Nanotechnology' unit. The lesson is for 'High School (9-12)' and has a red 'Remove' button next to it. A red arrow points from the 'View your bookmarks' link in the previous screenshot to the lesson card, and another red arrow points from the 'Remove' button on the lesson card to the 'Remove' button in the text above.

Uploading Curriculum

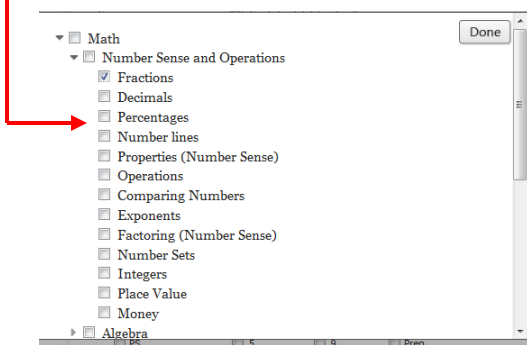
Do the following to upload curriculum:

Step 1. Click on the “My Curriculum” tab on the left of the main menu bar.



Step 2. Fill out the name of your course and, if you'd like, a description.

Add words to tag to the course by clicking the “Browse” button, selecting the words by checking the boxes next to them, then clicking “Add”.



New Course: Cancel

Title

Give your course a name e.g. "9th Grade English Literature"

Description

Describe your course in a few sentences

Tags Browse
 e.g. Algebra,
 World History, Activity

Grades

Pre-K and Elementary	Middle School	High School	College
<input type="checkbox"/> PS	<input type="checkbox"/> 5	<input type="checkbox"/> 9	<input type="checkbox"/> Prep
<input type="checkbox"/> PK	<input type="checkbox"/> 6	<input type="checkbox"/> 10	<input type="checkbox"/> BS/BA
<input type="checkbox"/> K	<input type="checkbox"/> 7	<input type="checkbox"/> 11	<input type="checkbox"/> Masters
<input type="checkbox"/> 1	<input type="checkbox"/> 8	<input type="checkbox"/> 12	<input type="checkbox"/> PhD
<input type="checkbox"/> 2			<input type="checkbox"/> Post-Doc
<input type="checkbox"/> 3			
<input type="checkbox"/> 4			

Sharing

Public
 All of BetterLesson
 My Colleagues
 Keep Private

License

Choose who you would like to share your course with by selecting one of the radio buttons, then select the appropriate license option (the default “Creative Commons Attribution 3.0” is fine). Click the “save” button.

Step 3. Your screen will now look like this:

The screenshot shows the BetterLesson website interface. At the top, there is a navigation bar with 'Home', 'My Curriculum', 'My Files', and 'Explore'. A search bar is on the right. Below the navigation bar, the user's name 'Samantha Mita' is displayed. The main content area shows a course titled 'Course 1'. On the left sidebar, there are options for 'Sample' and 'Course 1'. The main content area has a 'Description' section with an 'Add description' link and a circled 'Add a Unit' button. To the right, there is a 'Request feedback on your course' button, 'Grade Level' information (Ninth grade, Tenth grade, Eleventh grade), 'Tags' (No tags), 'Sharing' (Keep Private), and 'Licensed under: CC Attribution 3.0'. At the bottom, there is a footer with copyright information and a 'Green Certified Site' logo.

Click the “Add a Unit” button.

Step 4. Type the unit’s name into the “New Unit title” box. Click the “Add” button to finish.

New Unit title:

Step 5. The unit you have just created should show up like this:

The screenshot shows a unit titled 'Unit' with a sub-unit '1. Unit 1' listed below it. A red arrow points to the folder icon next to 'Unit 1'. To the right of the unit list, it says '0 lessons'.

Click on the folder icon to continue to build out your curriculum.

Step 6. Next, click on the word “Edit” to the right of the screen.

The screenshot shows a unit titled 'Unit: Unit 1' with a folder icon. To the right of the unit title, the word 'Edit' is circled in red.

Step 7. Your screen should now look like this:

BetterLesson Resources Search

Home My Curriculum My Files Explore Samantha Mita

Edit Unit: Unit 1 Cancel Delete

Title
Unit 1
Give your unit a name e.g. "Whole Numbers"

Description
Describe your unit in a few sentences

Tags Browse
Add a tag e.g. Algebra,
Add World History, Activity

Grades

Pre-K and Elementary	Middle School	High School	College
<input type="checkbox"/> PS	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 9	<input type="checkbox"/> Prep
<input type="checkbox"/> PK	<input type="checkbox"/> 6	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> BS/BA
<input type="checkbox"/> K	<input type="checkbox"/> 7	<input checked="" type="checkbox"/> 11	<input type="checkbox"/> Masters
<input type="checkbox"/> 1	<input type="checkbox"/> 8	<input type="checkbox"/> 12	<input type="checkbox"/> PhD
<input type="checkbox"/> 2			<input type="checkbox"/> Post-Doc
<input type="checkbox"/> 3			
<input type="checkbox"/> 4			

Sharing
 Public
 All of BetterLesson
 My Colleagues
 Keep Private

License

Step 7a. Edit the name of your unit by typing in the “Title” box.

Step 7b. Type in a description of your unit.

Tags Browse
Add a tag e.g. Algebra,
Add World History, Activity

Grades

Pre-K and Elementary	Middle School	High School	College
<input type="checkbox"/> PS	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 9	<input type="checkbox"/> Prep
<input type="checkbox"/> PK	<input type="checkbox"/> 6	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> BS/BA
<input type="checkbox"/> K	<input type="checkbox"/> 7	<input checked="" type="checkbox"/> 11	<input type="checkbox"/> Masters
<input type="checkbox"/> 1	<input type="checkbox"/> 8	<input type="checkbox"/> 12	<input type="checkbox"/> PhD
<input type="checkbox"/> 2			<input type="checkbox"/> Post-Doc
<input type="checkbox"/> 3			
<input type="checkbox"/> 4			

Step 7c. Type in the words you’d like your unit to be tagged with and click “Add”. You can also browse for words using the “Browse” button.

Step 7d. Check the box next to the specific grade(s) the unit applies to.

Step 7e. Select the radio button next to the level of sharing you’d like for your unit.

Keep license type as is (Creative Commons Attribution 3.0).

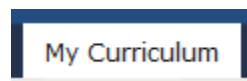
Sharing
 Public
 All of BetterLesson
 My Colleagues
 Keep Private

License
Creative Commons Attribution 3.0

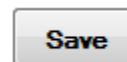
Note: If at any time you want to abandon what you have done in the unit, click “Cancel” on the top right of your screen. To delete the unit, simply click “Delete”.

Cancel
Delete

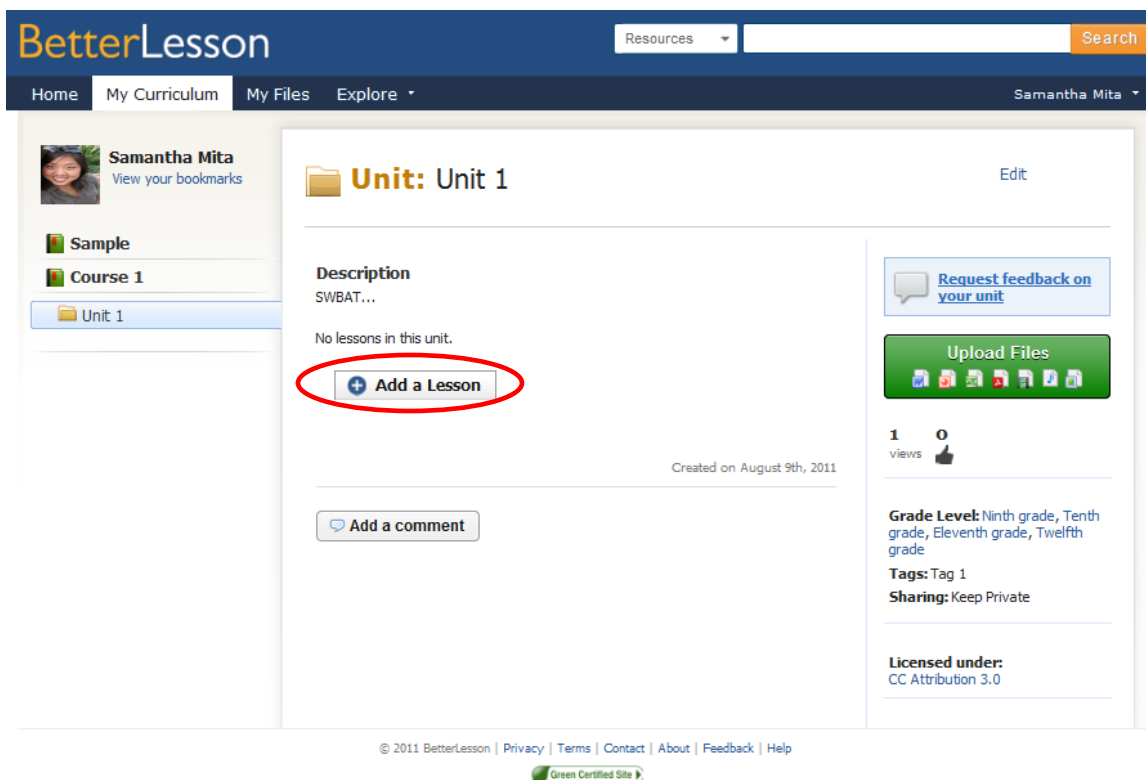
Return to your main curriculum page at any time by clicking the “My Curriculum” tab on the main menu bar.



Step 8. Click the “save” button at the bottom of your screen to finish.



Step 9. Your screen will now look like this:



Step 9a. Click the “Add a Lesson” button.

Step 9b. Type the lesson name into the box that appears and click “Add”.

No lessons in this unit.

New Lesson title:

Step 9c. Click the clipboard icon to continue.

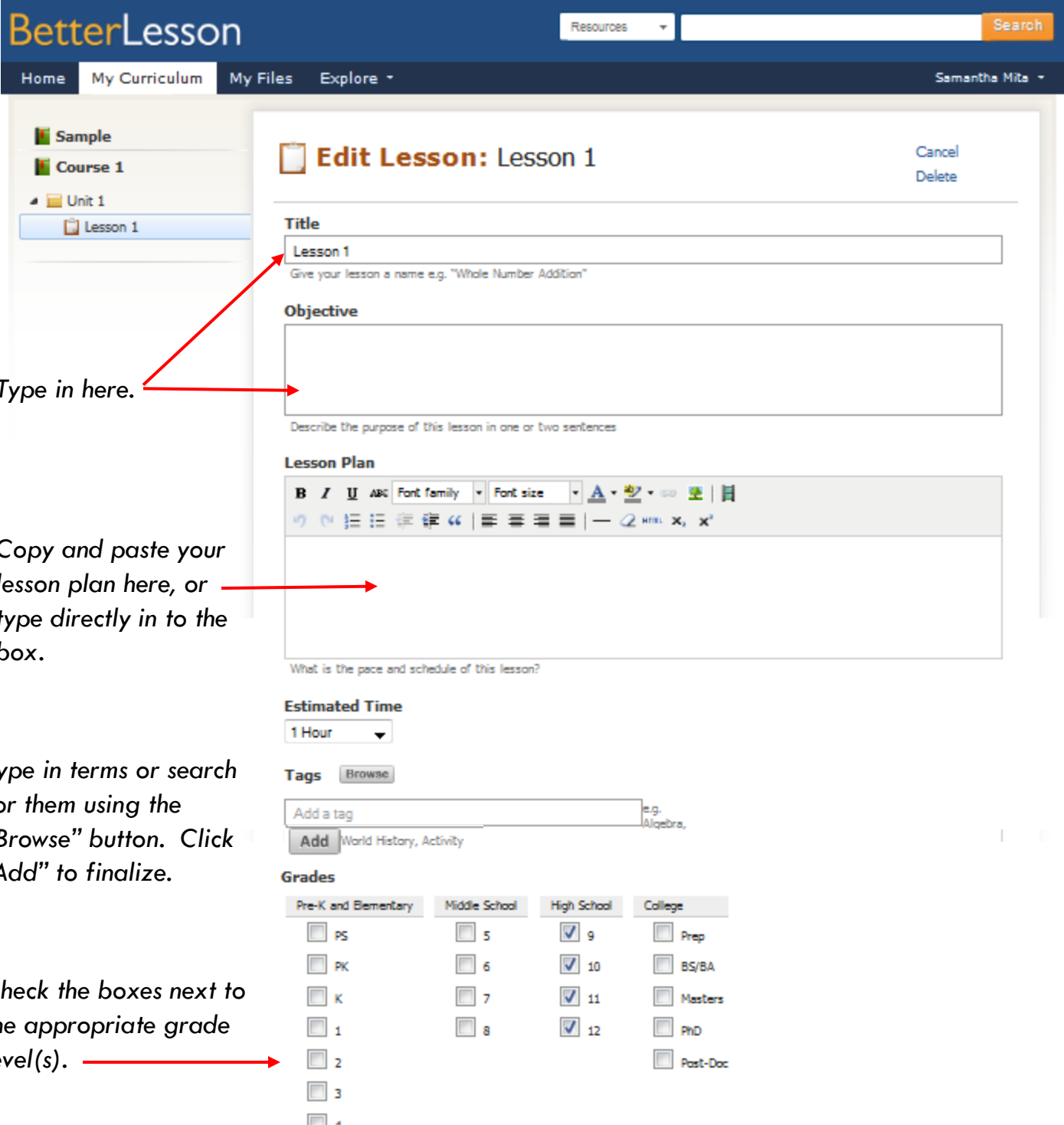


Step 10. Creating a lesson is similar to creating a unit or a course. Click the “Edit” button to build out your lesson.

 **Lesson:** Lesson 1

[Edit](#)
[Download](#)

Step 10a. You can change the title of the lesson here, add in an objective, estimated lesson time, tags for your lesson, and grade level.



BetterLesson Resources Search

Home My Curriculum My Files Explore Samantha Mita

Edit Lesson: Lesson 1 Cancel Delete

Title
Lesson 1
Give your lesson a name e.g. "Whole Number Addition"

Objective
Describe the purpose of this lesson in one or two sentences

Lesson Plan
What is the pace and schedule of this lesson?

Estimated Time
1 Hour

Tags Browse
Add a tag e.g. Algebra, Add World History, Activity

Grades

Pre-K and Elementary	Middle School	High School	College
<input type="checkbox"/> PS	<input type="checkbox"/> 5	<input checked="" type="checkbox"/> 9	<input type="checkbox"/> Prep
<input type="checkbox"/> PK	<input type="checkbox"/> 6	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> BS/BA
<input type="checkbox"/> K	<input type="checkbox"/> 7	<input checked="" type="checkbox"/> 11	<input type="checkbox"/> Masters
<input type="checkbox"/> 1	<input type="checkbox"/> 8	<input checked="" type="checkbox"/> 12	<input type="checkbox"/> PhD
<input type="checkbox"/> 2			<input type="checkbox"/> Post-Doc
<input type="checkbox"/> 3			
<input type="checkbox"/> 4			

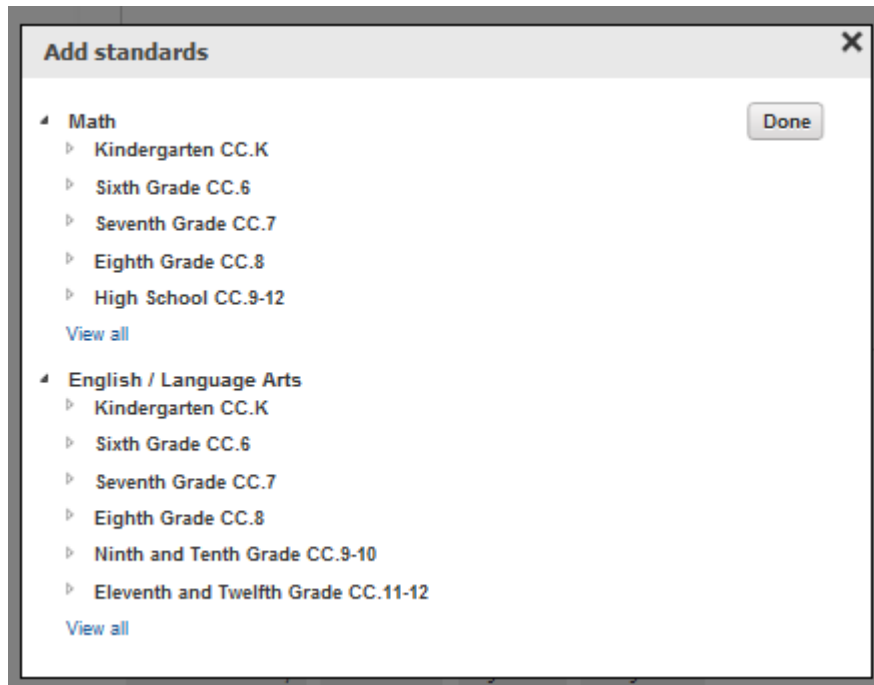
Type in here.

Copy and paste your lesson plan here, or type directly in to the box.

Type in terms or search for them using the “Browse” button. Click “Add” to finalize.

Check the boxes next to the appropriate grade level(s).

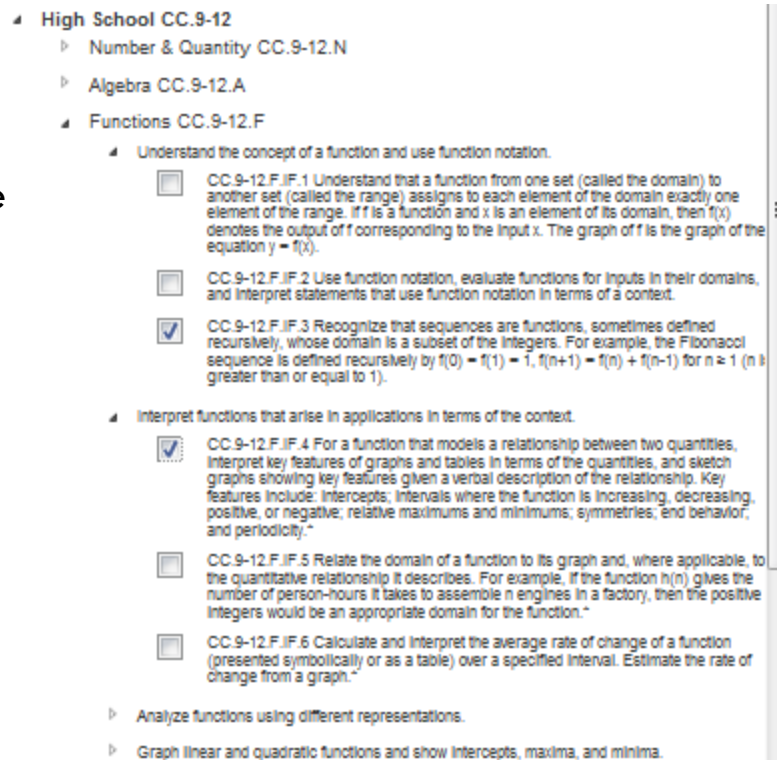
Step 10b. Tag standards to the lesson by clicking the “Add Common Core standards” button. A window will pop up that looks like this:



Keep clicking the appropriate options. The list will expand for each grade level, subject, and Common Core standard. Check the box adjacent to the standard you wish to tag.

Repeat this process until all standards have been tagged.

If you make a mistake, simply go back by clicking on the name of the level you wish to change and unchecking the box.



Step 10c. Click on the “Done” button to finish tagging to standards.

Step 10d. Select the appropriate level of sharing by clicking on the radio button.

Sharing

- Public
- All of BetterLesson
- My Colleagues
- Keep Private

Step 10e. Leave the license drop-down as is. The “Creative Commons Attribution 3.0” is sufficient.

License
Creative Commons Attribution 3.0

Save

Step 10f. Click the “Save” button at the very bottom of the screen to finish creating your lesson.

Note: You can delete a lesson at any time by clicking on the lesson name, then the word “Delete”. **Edit Lesson:** Lesson 1

Cancel
Delete

Step 11. Now that you have set up your course, unit, and lesson, you will upload any related files.

Step 11a. From any area in “My Curriculum” “My Files”, or the Home Page, find and click on the “Upload Documents” button. It will be on the right side of your screen.



Step 11b. Choose which unit you’d like to upload files to in the drop-down menu and select which permission you’d like for your file.

Upload Files

Upload documents, videos, and images

destination: Lesson 1 (Lesso) permission: Public

Upload

Select multiple files by using CTRL+click (Windows) or command+click (Mac)

Dropbox user? Import files from your Dropbox

Step 11c. Click the large green “Upload” button and double click on the file(s) you wish to upload. You may upload up to 40 files at a time.

Step 11d. Your screen should now look something like this:

The screenshot shows the 'Upload Files' page on the BetterLesson website. At the top, there is a navigation bar with 'Home', 'My Curriculum', 'My Files', and 'Explore'. A search bar is also present. Below the navigation, the page title is 'Upload Files' with the subtitle 'Upload documents, videos, and images'. On the right, there are dropdown menus for 'destination:' (Sample (Course)) and 'permission:' (Keep Private), along with a green 'Add more files' button. The main content area shows '1 Uploaded file(s)'. The file 'Teacher List for PDFs.xlsx' is listed with a 'Title' field. To the right of the title are 'Tags' and 'Grades' sections. The 'Tags' section has a 'Browse' button and an 'Add' button, with the text 'World History, Activity' entered. The 'Grades' section has a 'Browse' button and a list of 'Suggested Grades' with checkboxes: 'Sixth grade', 'Seventh grade', 'Eighth Grade', and 'Ninth grade'. A '[+] more options' link is at the bottom left of the file details. A 'Save All' button is at the bottom right of the page.

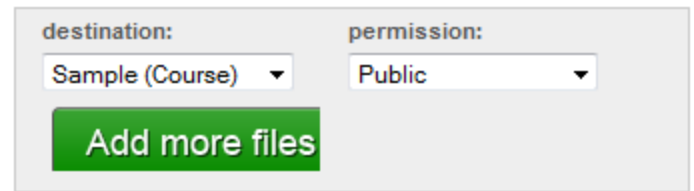
Note: If you want to change the location of this upload, the permissions on it, or would like to define the instructional type, you can do so using the drop-downs that appear when you click “[\[+\] more options](#)” on the bottom right of the screen.

This close-up shows the 'more options' dropdown menu. It contains three dropdown menus: 'Location:' with 'Sample (Course)' selected, 'Permission:' with 'Keep Private' selected, and 'Instructional Type:' with 'None' selected.

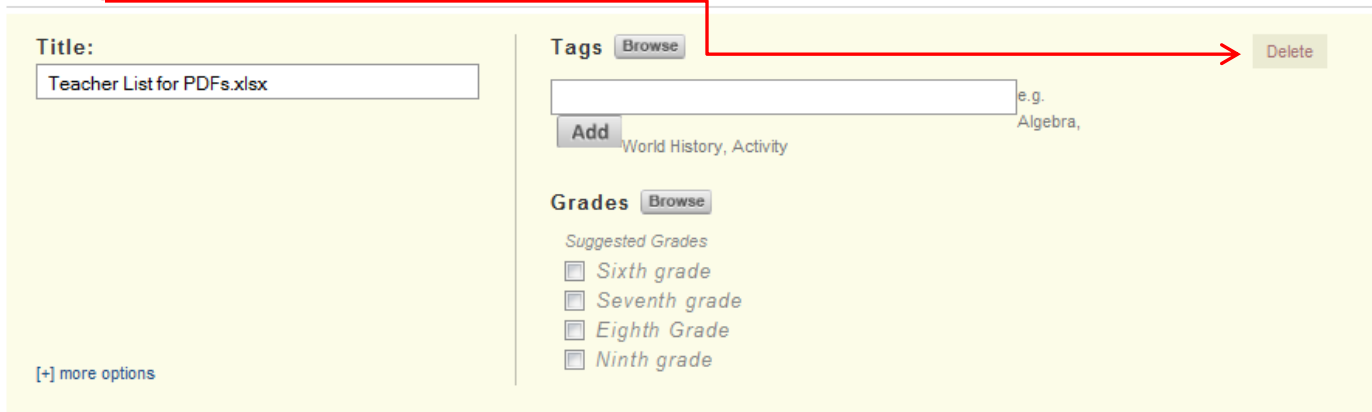
Tag terms to your file as you did before using the “Browse” and “Add” buttons. Define grade level by checking the labeled boxes. If the grade you need is not showing, click the “Browse” button to see the entire list.

This close-up shows the 'Tags' and 'Grades' sections. The 'Tags' section has a 'Browse' button and a 'Delete' button. The 'Add' button is active, and the text 'Math' is entered in the tag field. The 'Grades' section has a 'Browse' button and a list of 'Suggested Grades' with checkboxes: 'Sixth grade', 'Seventh grade', 'Eighth Grade', and 'Ninth grade'. The 'Ninth grade' checkbox is checked.

Step 11e. If you'd like to upload more files, click on the green box that says, "Add more files". This will add another box to your screen like the one shown at the bottom of the previous page.



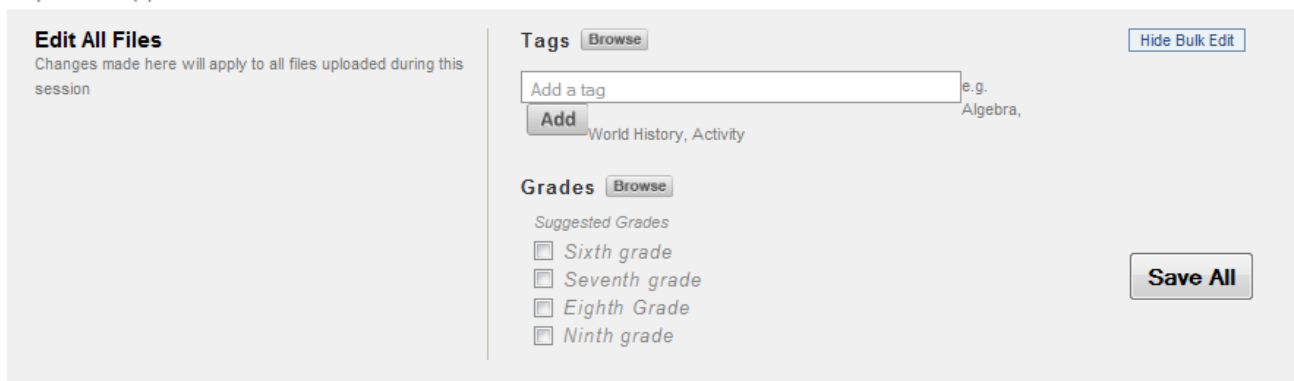
If you want to cancel the file upload and choose a different file, click on the "Delete" button in the top right hand corner of the box.



Step 11f. Click the "Save All" button in the bottom right-hand corner of the window to complete your upload.



Note: If you are uploading multiple files that will be tagged with the same terms and grades, use the "Bulk Edit" feature. Click on the "Show Bulk Edit" button to reveal a gray box that looks like this:

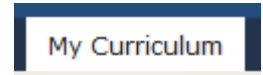


Tag and check the grade boxes as you've done before to apply these criteria to all the files you are uploading. Click the "Save All" button to finish.

These uploaded files can be accessed from the "My Files" tab in the main menu bar. Skip to the "My Files" section to learn more.

Step 12. You now know how to successfully create a course, unit, and lesson, and how to upload files. To create additional units and lessons, or upload files, repeat steps 3-10.

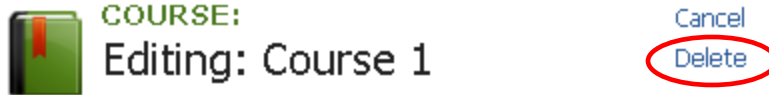
Step 12a. To create a new COURSE, click on the “My Curriculum” tab on the main menu bar.



Step 12b. Then click on the “Create a Course” button.



To delete a course, click on its name, then the word “Edit” in the top right corner. [Edit](#)
Then click the word “Delete”.

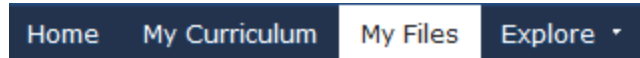


Note: You cannot delete a course if it contains a unit. You must delete all units before deleting a course.

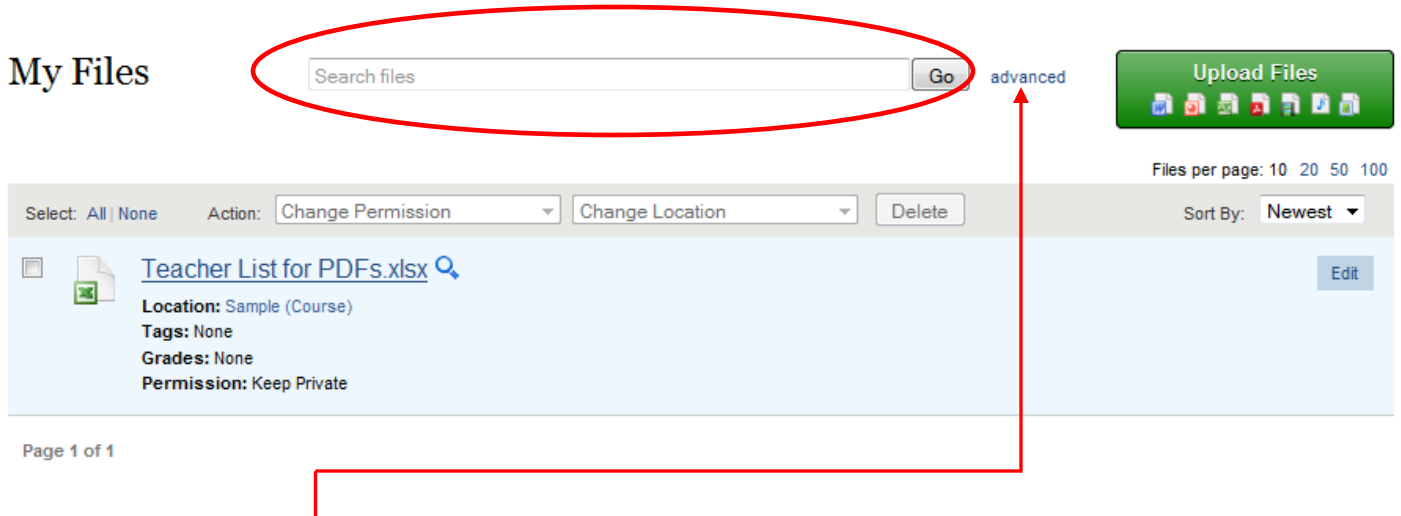
My Files

Files that you have previously uploaded can be accessed and edited from the “My Files” tab in the main menu bar. Here’s how to find and edit an uploaded file:

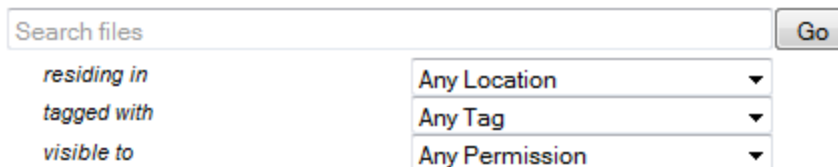
Step 1. Click on the “My Files” tab on the right of the main menu bar.



Step 2. You will see your uploaded files listed here. If you cannot see the file you are looking for, use the search bar at the top of the screen.



Click the text “[advanced](#)” if you’d like to search by location, tagged terms, or permissions.



Click “[basic](#)” to hide the filters.

Step 3. Once you’ve found the file(s) you’ll be editing, check the box(es) next to it/them. The “Change Permission”, “Change Location”, and “Delete” options at the top of the box will only work once a file is selected. These changes will happen immediately after a selection has been made or the “Delete” button is clicked.

You can also click the “Edit” button on the right-hand side of the screen to edit tagged terms, grade, location, permissions, and instructional type.

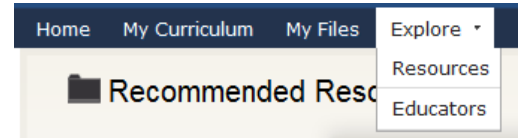
Edit

Note: Files can be assigned to multiple lessons. Assign a file to an additional lesson by dragging it from “Assigned Files” to the appropriate lesson(s) on the Unit page.

Explore Tab & Extras

Explore Tab: The “Explore” tab is a way to browse through the contents of BetterLesson at your leisure.

Hover your mouse over the “Explore” tab on the main menu bar. You’ll see a drop-down menu appear.



Select “Resources” to view curriculum, and “Educators” to view people on BetterLesson. BetterLesson will generate a random list of 10 resources or people for you to view.

Feedback: BetterLesson is still a fairly new tool. They are constantly looking for ways to improve their site. Give them feedback by using the “Feedback” tab on the bottom left of your screen.

Newsfeed: The Newsfeed appears on the lower right-hand side of your Home Page. It contains summary information about newly posted curricula.

The screenshot shows the BetterLesson homepage. At the top, there is a navigation bar with 'Home', 'My Curriculum', 'My Files', and 'Explore'. Below this, there is a search bar and a user profile for 'Samantha Mita'. The main content area is divided into 'Featured Files' and 'Newsfeed'. The 'Featured Files' section is split into 'Middle School' and 'Elementary School' categories, each with a grid of resources. The 'Newsfeed' section on the right shows a post from August 10 about 'AF High School Composition commented on a file - 9-12 Writing Thresholds 2011-2012.xlsx'. A red box highlights the 'Feedback' tab on the bottom left and the 'Newsfeed' section on the right.

Contact Information

If you have questions about BetterLesson, please contact Samantha Mita at samantha.mita@greendot.org.